

SECRET

25X1A9

25X1A9

Chief, Management Staff

27 Sept. 1956

" File

Chief, O&M Staff (DD/I Area)

Work Report Week Ending 26 September 1956

Accomplishments

1. Project 5-72, Assistance to OOR in the Development of a Suitable Regulation concerning Cartographic Support Available in CIA. Assisted the Chief, Cartographic Division, OOR in preparing a regulation describing cartographic support available to the Agency and procedures for obtaining the support. Completed three informal clearances with affected components to speed formal clearance. This proposed regulation describes for the first time in an Agency publication the maps, graphics and illustrative materials obtainable from the Cartographic Division. []
2. ME-1012, Establishment of Unvouchered Position in OOR T/O. Completed. []
3. Suggestion No. 2506, Establishment of Community Clerical Pools. Evaluation completed. Additional evaluation by Office of Security Recommended. []
4. Proposed Regulation [] Training at Non-CIA Facilities Under Public Law 110. Prepared comments for approval, signature, and forwarding to OTR. []

Assignments Active This Week

5. Project 6-45, OOR Space Study - At request of DD/I an analysis of overcrowding in OOR and appropriate recommendations for improvement. []
6. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. []
7. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. []
8. Project 6-54, Examination of Proposed OOR Reorganization. []
9. Project 6-51, Study of Possibility of Transferring from OOR to OTR CIA Library Branch Two and Establishing a Communism Library in OTR. []

SECRET